



California
Department of
Health Services

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State of California—Health and Human Services Agency
Department of Health Services



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February 2, 2007

TO: CONTINUING LOCAL INCENTIVE AWARD (LIA) AND SPECIAL
PROJECT CONTRACTORS

SUBJECT: *CALIFORNIA NUTRITION NETWORK FOR HEALTHY, ACTIVE
FAMILIES (NETWORK)* CONTRACT RENEWAL INFORMATION FOR
CONTRACT TERMS BEGINNING FEDERAL FISCAL YEAR (FFY) 2008

The *Network* is in the process of developing the FFY 2008 Plan for the United States Department of Agriculture (USDA). This process includes providing detailed documentation on each LIA and Special Project contract. This means that continuing contractors will be required to submit an updated application for the October 1, 2007-September 30, 2008, solicitation even if they currently have a contract in place with the California Department of Health Services. Contractors should review their contract documents from previous year submissions and either update existing documents or transfer information from your existing contract onto the new application forms. It might be helpful to review your situation with your assigned Contract Manager (CM) and Program Manager (PM) to decide on which documents need to be redone due to terminology changes or changes in allowable/unallowable activities. You will be notified by email if changes occur.

Below is a timeline that includes the documents your organization is required to submit as part of the FFY 2008 Funding Application Package (FAP) for your contract. Please note that once the new USDA Food Stamp Nutrition Education (FSNE) Plan Guidance for FFY 2008 has been received from USDA, the *Network* will be updating the Project Summary Form and sending it to you under separate email around March 8, 2007.

Required Documents	Submission Deadline
9. Letter of Qualification and Intent (LOQI)	February 21, 2007
Application Package:	
1. Application Cover Sheet/Checklist	March 12, 2007
2. Contractor Information Form	March 12, 2007
3. Budget Cover Sheet	March 12, 2007
4. Budget Justification	March 12, 2007
5. Scope of Work	March 12, 2007
6. Project Summary Form (mailed 3/8/07)	April 3, 2007
7A. SHAPE Letter of Commitment (if applicable)	March 12, 2007
7B. SHAPE Partner Data Form (if applicable)	March 12, 2007
8. Memo of Understanding (if applicable)	April 3, 2007
10. New Subcontractor Budgets	March 12, 2007

All completed FAP documents are required to be emailed to your assigned CM and PM by the submission deadlines. The LOQI and SHAPE Forms require a signature of the authorized contract signatory or representative and should be emailed initially and then followed by a hard copy sent through the mail to the assigned CM by the stated deadline.

Allowable and Unallowable Costs

The Allowable and Unallowable Costs for FFY 2007 can be found on our website at <http://www.dhs.ca.gov/ps/cdic/cpns/network/FAP/Continuing.html>. Refer to this document when completing your application. If there are changes in the *FSNE Plan Guidance* for FFY 2008 that impact the Allowable and Unallowable Costs, the *Network* will update the website with a revised Allowable and Unallowable Costs document. Note: All contractors will be required to comply with the FFY 2008 USDA FSNE Guidance document once issued.

LIA Collaboration and Partnering Guidelines

LIA Collaboration and Partnering Guidelines can be found on the Cancer Prevention and Nutrition Section web site along with the FAP documents. This document contains a sample memorandum of understanding (MOU) template for LIA contractors to

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complete when collaborating with partners. This sample MOU has been updated since the FFY 2007 FAP with new, required language from USDA.

We look forward to working with you in the coming year. For administrative/fiscal questions, contact your assigned CM and for programmatic questions, contact your assigned PM.

Susan B. Foerster, M.P.H., R.D., Chief
Cancer Prevention and Nutrition Section
And Project Director, *Network*